

**PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**  
**Global Undergraduate Exchange Program (UGRAD) in Eurasia and Central Asia**  
**ECA/A/E/EUR 11-04**  
**Office of Academic Exchange Programs**  
**European and Eurasian Programs Branch**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs, European and Eurasian Programs Branch, for the FY 2011 Global Undergraduate Exchange Program in Eurasia and Central Asia. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

## **I. STATEMENT OF WORK**

Subject to the availability of funds, the Bureau of Educational and Cultural Affairs expects to award one Cooperative Agreement for the administration of the FY 2011 Global Undergraduate Exchange Program (herein referred to as the UGRAD program) for participants from Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, the Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. The Bureau anticipates funding the FY 2011 Program at \$3,995,000, pending the availability of funds. Funding should support a minimum of 135 participants. Every effort should be made to maximize the number of scholarships awarded.

The UGRAD Program is designed to promote mutual understanding among the people of Eurasia and Central Asia and the United States by awarding Eurasian and Central Asian undergraduate students full scholarships for one year of non-degree undergraduate study at accredited two- and four-year institutions of higher education in the United States. Students will enhance their academic education with community service participation and an internship. The academic component of the program begins in the fall semester of the year following the start date of the Agreement (academic year 2011-2012). Recruitment for the 2011-2012 student cohort should begin immediately once the Cooperative Agreement is awarded. At the end of their academic programs, students are required to immediately return to their home countries.

Applicant organizations must demonstrate the ability to effectively administer all aspects of the UGRAD Program, including, but not limited to: advertising, recruitment, selection, placement, orientation, travel arrangements, monitoring and support of program alumni, financial management, evaluation, follow-on, alumni tracking and programming including coordination of

activities with organizations that have administered the UGRAD Program in past years. For the FY 2011 competition, applicant organizations must demonstrate the ability to recruit and coordinate selection of a diverse pool of candidates from as many geographic regions throughout Eurasia and Central Asia as possible. The cooperating organization will also coordinate the recruitment and selection of appropriate host institutions from throughout the United States for appropriate academic placements. Supplemental English as a Second Language training for students can take place in or outside of the U.S. before the start of the academic year.

## **II. PROGRAM SPECIFIC GUIDELINES**

### **CANDIDATE ELIGIBILITY**

Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are strongly encouraged to apply. Competition for the UGRAD Program is merit-based and open to anyone who meets the following criteria:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country of Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Ukraine, Tajikistan, Turkmenistan, or Uzbekistan.
- Is enrolled as a first-, second- or third-year full-time undergraduate student in good academic standing at the time of application at a registered academic institution in one of the twelve eligible countries. Third-year students must be enrolled in a five-year program at their home university or institution and must submit a certificate of enrollment (*spravka*) stating enrollment status and program year. Part-time students are not eligible.
- Submits a complete application with all required documents by the application deadline.
- Is able to begin the academic exchange program in the United States in the summer of 2011.
- Is able to receive a U.S. J-1 visa.
- Is committed to returning to their home country after completion of the program.
- Is proficient in spoken and written English at the time of application.

### **Individuals in the following circumstances are NOT eligible for the UGRAD Program:**

- U.S. citizens and permanent residents of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside the 12 participating countries.
- Individuals who have participated in an Exchange Visitor program sponsored or funded by the U.S. government (e.g. the Bureau of Educational and Cultural Affairs, Public Affairs Sections of U.S. Embassy, U.S. Information Agency or other U.S. government agency) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application.
- Individuals who have applied for U.S. permanent residency in the past three years.

- Employees and their families of non-profit organizations who administer the UGRAD Program on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible for grants during the period of their employment and for one year following the termination of employment.
- Immediate families (i.e. spouses and dependent children) of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Persons arrested for, charged with, or convicted of a crime as further detailed by the Bureau.

### OVERSEAS ACTIVITY

The cooperating organization will administer the overseas activities of the UGRAD Program in all twelve countries. Overseas activity will include, but is not limited to, coordinating necessary program advertisement and screening of applications, communicating with students, alumni, and the general public about the UGRAD Program, conducting a pre-departure orientation, conducting alumni activities, and maintaining data on alumni and current fellows. The cooperating organization should strive to offer equal opportunities to both male and female applicants and various ethnic and socio-economic groups, as well persons with disabilities. Recruitment efforts should be concentrated, as feasible, beyond the capital cities. **NOTE: Applicant organizations are asked to describe how they intend to conduct activities in Uzbekistan, where the government has restricted some non-governmental organization exchange activity. This description should include all recruitment and selection activities, as well as follow-on and alumni programming.**

### PUBLIC AFFAIRS SECTION INVOLVEMENT

Recruitment and selection of candidates for the UGRAD Program are the responsibility of the cooperating organization in collaboration with the Bureau. Public Affairs Sections (PAS) of U.S. Embassies in Eurasia and Central Asia do not have adequate staff to offer more than minimal support for these processes. It is required, however, that the cooperating organization will maintain ongoing communication with PAS and coordinates their operations during all phases of the program with the PAS Public Affairs Officer or designate. The Proposal should address the applicant organization's plans for maintaining a close working relationship with the PAS throughout the entire program cycle.

### PARTICIPANT RECRUITMENT

The Bureau's goal is to achieve a distribution of participants who will reach an aggregate

representative sample based on the population of each country, with exact numbers of scholarships per country provided after the award of the agreement by the Bureau. The cooperating organization should strive to offer equal opportunities across gender, ethnic groups, and applicants with disabilities. Within the Russian Federation, recruitment efforts should be concentrated beyond the cities of Moscow and St. Petersburg with no more than 30 percent of Russian Federation fellows coming from those two cities. In other participating countries, recruitment should be targeted beyond the capital cities as much as possible. Applicant organizations should describe their recruitment plan in detail, including how program information will be disseminated and how inquiries will be tracked. Please note that all recruitment efforts must emphasize that participants will not be eligible to transfer into degree programs. All participants will be subject to the two-year home residency requirement of the J-1 visa immediately upon the conclusion of their program.

### SELECTION

Competition for the UGRAD Program must be non-discriminatory, open, and fair to all applicants. The merit-based competition is open to anyone who meets the basic eligibility requirements noted above. Each participant should be selected for academic excellence, leadership potential in one of the academic fields below, proficiency in written and spoken English, and flexibility and suitability as an exchange student. The program will place students in the following areas of study: accounting, agriculture, anthropology, biology, business, chemistry, computer science, criminal justice, economics, education, engineering, environmental management, geology, hospitality management, international relations, journalism/mass communications, law, physics, political science, psychology, sociology, urban planning, and U.S. studies. Participants must achieve a minimum TOEFL score of 500 (or the likelihood of achieving that score after pre-academic English language training), and meet other requirements of the colleges and universities where placement is being sought.

Interview committees should be comprised of faculty or staff from two-year and four-year colleges and universities, as well as qualified individuals, including program alumni and Department of State officials, who are locally-based. All in-country interview panels should be approved by the Bureau.

Proposals should thoroughly describe how applications will be logged and tracked, how applicants will be selected for interviews, and how applicants will be screened and selected for TOEFL testing and nominated to the program. Draft documents, including applications and other selection materials, should be included as attachments to proposals.

The final number of scholarships per country will be announced following the issuance of the Cooperative Agreement; however, for planning purposes organizations plan for the following distribution of fellows by country.

**Projected Participant Numbers:**

Armenia	12
Azerbaijan	12
Belarus	8
Georgia	10
Kazakhstan	8
Kyrgyzstan	8
Moldova	10
Russian Federation	20
Tajikistan	9
Turkmenistan	9
Ukraine	20
Uzbekistan	9

Total = 135

Additionally, applicant organizations should strive for balance of distribution by field of study.

**U.S. HOST INSTITUTION SELECTION AND PARTICIPANT PLACEMENT**

In collaboration with the Bureau, the cooperating organization will be expected to recruit U.S. host institutions and will serve as the main point of contact for the host institution competition. The cooperating organization is encouraged to place students at a wide variety of U.S. private and public institutions, including community colleges, Historically Black Colleges and Universities (HBCUs), and Hispanic serving institutions. Host institutions should represent the greatest degree of geographic diversity possible. No more than five students may be placed at a single institution without prior approval from the Bureau. Up to 15 percent of the students should be placed at two-year colleges.

Proposals should describe in detail how the U.S. host institution competition will be conducted, including what measures will be taken to select appropriate high caliber institutions and secure tuition waivers and/or other cost sharing. The UGRAD Program is a cooperative effort of the Bureau, the cooperating organization, and the host institutions. The cooperating organization is expected to strive for the greatest possible cost share of tuition and other resources and be able to demonstrate at least a 50 percent tuition cost share at a minimum.

First-year students will be placed at community colleges or two-year institutions and will live with host families or be accommodated in on-campus housing. Recruitment information for the first-year students' program should emphasize the cultural exchange aspect of the program and host family living option. In coordination with the Bureau, the cooperating organization should provide host families with an explanation of the goals of the program. In addition, the cooperating organization is expected to provide a mechanism for finding host families who are committed to respecting the diversity of the program and students' diverse religious backgrounds. The cooperating organization will coordinate local orientations for students and

families alike on the particular family and community issues they will face.

Second- and third-year students will be placed at four-year colleges and universities and will be accommodated in on-campus housing. All students are expected to return to their home institutions following their one-year program in the United States in order to complete their degrees.

### PRE-DEPARTURE ORIENTATION

Substantive pre-departure orientation programs should be held in each country or region, as feasible, that cover topics such as the terms and conditions of the scholarship, including a clear articulation of J-1 visa requirements and the two-year home residency requirement; detailed information about health insurance, diversity, and sexual harassment issues; and, to the extent possible, information regarding the host institution. A session should also focus on what to bring to the United States (clothing, linens, and other personal items). Tentative pre-departure locations and dates should be listed in proposals, but final approval will come in consultation with the Bureau and PAS.

### ENGLISH LANGUAGE TRAINING

English language training programs are offered to students who need to elevate their skills and knowledge to a level necessary to successfully complete the UGRAD Program. English language training enables the UGRAD Program to recruit a diverse group of fellows, especially from areas where advanced training may not be available. Those students requiring additional language study should be enrolled in English as a second language classes (ESL) ranging from two to four weeks. Applicant organizations should explain their plan for recommending English language training, specifically how they will place students in ESL training appropriate to their level. Proposals should outline where the training will take place and what provider might be used, if any.

### U.S. ORIENTATION

Applicant organizations should include in their proposals provisions for an orientation in the U.S. for all participants. It is recommended that the orientation take place shortly after the fellows' arrival in the U.S. to best prepare them for their year in the United States. Proposals should include tentative dates, location, and topics for the orientation with the understanding that the cooperating organization will work closely with the Bureau to develop the agenda.

### MONITORING

The proposal should describe how the cooperating organization will monitor and measure students' academic and personal progress during their year in the United States. Applicant organizations should propose a set of academic and behavioral standards for the program and

define policies for handling students who do not meet these standards. Applicant organizations should also describe how host families will be selected and monitored.

### COMMUNITY SERVICE

In order to involve the students in the local communities while they are in the United States, students will be required to take part in community service activities. Students must provide 20 hours of volunteer service to local organizations during the first semester. They may not receive salaries, stipends, or wages for their volunteer service. The community service component must be mentioned in program advertisements and application materials.

### INTERNSHIPS

It is the goal of the UGRAD Program to provide all students with a paid or unpaid practical internship during the academic component of the program. Internships must be related to the participants' field of study and/or career plans. While each student is ultimately responsible for finding his or her own internship, the cooperating organization, in conjunction with the host campus, will be asked to guide the students in their search. The cooperating organization will be responsible for approving, monitoring, and evaluating the internship component of the program. The internship component must be mentioned in program advertisements and application materials.

### ALUMNI TRACKING AND FOLLOW-ON

Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni. The Bureau maintains a database of program alumni, and the cooperating organization will be required to provide quarterly data submissions via electronic data transfer to the Bureau database that are compatible with and meet ECA database standards. Proposed follow-on activities for alumni must be developed in close consultation with the Bureau and PAS, must reflect the goals and objectives of the UGRAD Program, and must contribute to overall Bureau goals to foster mutual understanding between the United States and Eurasia and Central Asia. Proposals should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, how long-term linkages with alumni will be fostered and maintained, how these efforts will be coordinated with the Bureau and PAS, and how they will be integrated with initiatives for alumni of other Bureau programs, rather than isolated events. Alumni activities should be conducted with minimum financial support from the Bureau and demonstrate cost-sharing by the applicant organization.

### PROGRAM MANAGEMENT

Applicant organizations should propose qualified professional staff, able to efficiently carry out all aspects of the UGRAD Program, both in the United States as well as in the twelve countries

of Eurasia and Central Asia. Applicant records of

organizations must demonstrate institutional

successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements. The cooperating organization will be expected to maintain procedures and manuals for all components of the program to ensure that all staff operates the UGRAD Program according to an established protocol.

## PROGRAM MONITORING AND EVALUATION

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that proposals include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the cooperating organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. The evaluation plan should include a description of the program's objectives, the anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this POGI and in the RFGP.

The monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

Proposals should assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.



2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of the monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

The cooperating organization will be required to provide reports analyzing evaluation findings to the Bureau in regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

### VISA AND TAX REQUIREMENTS

Applicant organizations should describe their plans for complying with all J visa regulations including serving as Alternate Responsible Officer for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS). All UGRAD program participants must be sponsored under Exchange Visitor Program No. G-1-0332 on a J-1 visa and comply with J-1 visa regulations. While meant to comply with J-1 visa regulations, please note that some UGRAD Program policies may be in addition to J-1 visa regulations. In addition, administration of the fellowships must comply with reporting and withholding regulations for federal, state, and local taxes as applicable. Applicant organizations must also present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

### EXTENSIONS AND TRANSFERS

Extensions of sponsorship or transfers from Exchange Visitor Program No. G-1-0332 will not be allowed. The intent of this program is to provide participants with one academic year of non-degree undergraduate study. Students must return immediately to their home countries to complete their undergraduate degrees and fulfill their two-year home residency requirement.

### **III. PROPOSAL CONTENTS**

An applicant organizations should submit a complete and thorough proposal describing how it will fully administer the UGRAD Program. Since there is no opportunity for applicants to meet with reviewing officials, proposals should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but comprehensively, the elements described below and must follow all formatting requirements. Proposals should include the following items in numerical and/or alphabetical order:

*TAB A - Application for Federal Assistance Cover Sheet (SF-424)*

*TAB B - Executive Summary*

In one double-spaced page, provide the following information:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Nature of activity
4. Funding level requested from ECA, cost sharing from applicant, cost sharing from other sources, and total program cost
5. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields of study covered
  - e. Anticipated results (short and long-term)

*TAB C*

*Calendar of Activities*

*Program Narrative*

In no more than 20 double-spaced, single-sided pages, provide a detailed description of the program addressing the areas outlined in Section II: Program Specific Guidelines.

*TAB D - Budget Submission*

1. Budget Information – Non-Construction Programs (SF-424A)
- 2 . Detailed Budget

As with other exchange programs, the Bureau is committed to the containment of costs consistent with overall program objectives and sound management. The

proposed budget should be separated into the following four categories: program expenses, domestic administration, overseas administration, and subsequent year's overseas recruitment costs.

All students must be enrolled in the Bureau-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE). Funding for the ASPE coverage will be provided separately from the UGRAD budget of the Cooperative Agreement. Applicant organizations may include an additional line item to purchase supplemental insurance for those students attending a U.S. university that has mandated its own insurance for students or that does not accept the Bureau's coverage. ASPE provides for limited accident and sickness coverage, medical evacuation and repatriation of remains for all students during the duration of the exchange program. The Bureau will provide the cooperating agency with the software/web-based applications, ID cards, brochures, instructions and forms necessary to manage the health insurance enrollment for the students. The cooperating agency will assist in presenting claims to the benefits administrator and consult with the Bureau on grantee health issues that may affect successful completion of individual programs. The cooperating organization must utilize a system that assigns a unique ID number to each participant for the purposes of insurance enrollment. This unique ID number must further include a specific number (assigned to each cooperating organization) that identifies the student participants particular to that organization.

Grant-funded items of expenditure may include, but are not limited to, the items listed below. The program budget narrative should cite areas in which economies of scale beyond the Bureau's allowable costs can be achieved and document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be cost shared to the greatest extent feasible. Administrative costs must be kept as reasonable and low as possible.

#### PROGRAM EXPENSES

- Recruitment and advertising costs for the 2011-2012 student cohort;
- Selection committee panel travel, per diem, and honoraria (the applicant organization should indicate expenses separately as they relate to selection, monitoring, and evaluation, indicating whether the travel is overseas or domestic);
- Cost of standardized test fees;
- Pre-departure orientation expenses;
- Visa fees, if necessary (travel to interviews);
- Round-trip travel from participants' home cities to international points of departure;

- Round-trip international travel (via American carrier and in accordance with Fly American regulations);
- Round-trip domestic travel from U.S. ports of entry to host institutions;
- 
- Maximum of four weeks of pre-academic ESL training costs including, but not limited to, room and board, instructional fees, and use of facilities. A special effort should be made to limit these costs (both overall and per fellow) as much as possible.
- Orientation and workshop costs, including but not limited to room and board, instructional fees, additional staff costs, use of facilities, field trips, special events, guest lectures, etc.;
- Monthly stipend (please develop an average based on monthly maintenance rates);
- Incidental expenses;
- Supplemental health and accident insurance, as appropriate;
- School break maintenance costs, including maintenance for any time period between pre-academic orientation sessions and academic programs;
- Educational materials, which includes a book allowance per semester;
- Per diem for orientation and cultural enrichment;
- Withholding for taxes, if necessary.

#### DOMESTIC ADMINISTRATION COSTS

- Staff salaries and fringe benefits (each staff member and his/her position must be listed separately, including the percentage of his/her total time spent on this program and duties performed on *behalf* of the program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time. Resumes must be included for all staff.);
- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- A-133 Audit fees if not included in the indirect cost pool;
- Other direct costs;
- Indirect costs (per OMB Circular A-122, Cost Principles for Non-Profit Organizations, organizations receiving more than \$10 million in Federal funding of direct costs in a fiscal year must break out the indirect cost component into two broad categories, Facilities and Administration, as defined in subparagraph C.3).

#### OVERSEAS COSTS:

##### Administrative Costs:

- Staff salaries and fringe benefits (each staff member and his/her position must be listed

separately including the percentage of his/her total time spent on this program and duties performed on *behalf* of the program. Please note the percentage of his/her total time spent on this program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time.);

- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Other direct costs;
- Indirect costs (per OMB Circular A-122, Cost Principles for Non-Profit Organizations, organizations receiving more than \$10 million in Federal funding of direct costs in a fiscal year must break out the indirect cost component into two broad categories, Facilities and Administration, as defined in subparagraph C.3).

Program Costs:

- Selection committee honoraria, travel, and per diem;
- Cost of standardized test fees; and
- Recruitment costs including publicity and outreach.

The above cost allocations are subject to the availability of funds. The Bureau reserves the right to modify any of the above cost allocations to achieve program efficiency and cost savings.

### COST SHARING

Direct and/or third party cost sharing is a required component. Cost sharing may be in the form of allowable direct or indirect costs. The cooperating organization must maintain written records to support all allowable costs, which are claimed as being their contribution to cost sharing, as well as costs to be paid by the Federal Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, Attachment E. Cost sharing and matching should be described in proposals. In the event applicant organizations do not provide the minimum amount of cost sharing as stipulated in its budget, the Bureau's contribution will be reduced in proportion to the grantee organization's contribution.

#### *TAB E*

*Letters of endorsement*

*Resumes*

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

#### *TAB F*

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or Cooperative Agreement) from the Bureau during the past three (3) years, must

submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for the Bureau's federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

#### **IV. REVIEW PROCESS**

Proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau senior grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or Cooperative Agreements) resides with a Bureau Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

- 1. Quality of the program idea:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
- 2. Program planning:** Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.
- 3. Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 4. Multiplier effect/impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
- 5. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
- 6. Institutional Record and Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
- 7. Follow-on Activities and Evaluation:** Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events. Proposals also should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.
- 8. Cost-sharing and cost-effectiveness:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.
- 9. Value to U.S.-Partner Country Relations:** Proposed projects should receive positive assessments by the U.S. Department of State's geographic area desk and overseas officers of program need, potential impact, and significance in the partner countries.

#### **ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs is placing renewed emphasis on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by grantees

and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of

Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants,

provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The cooperating organization will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange

Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/ECD - SA-5  
2200 C Street, N.W.  
Washington, D.C. 20522

#### APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Karene Grad, Office of Academic Exchange Programs; European and Eurasian Programs Branch at (202) 632-3237; email:

[GradKE@state.gov](mailto:GradKE@state.gov).